

## CARPENTER I

DEFINITION

Under supervision, to perform a variety of skilled finish and rough carpentry tasks; and to do related work as required.

TYPICAL TASKS

Performs a variety of carpentry and other duties necessary to erect new buildings, alter existing buildings, and maintain building structures, fittings and fixtures in good repair.

- Constructs partitions and occasionally new buildings or additions; disassembles temporary buildings for relocation and reassembles same at new site.
- Makes repairs on roofs, walls, floors, steps, thresholds, and handrails.
- Repairs or replaces doors, windows and associated hardware; in an emergency secures buildings when doors cannot be closed or windows are broken.
- Fits and installs interior and exterior trim; hangs blackboards, bulletin boards, signs and fire extinguisher boards.
- Installs or repairs counters, shelves and sink tops in offices, labs, classrooms, bathrooms, etc.
- Repairs or replaces seat and walk boards and moving parts on bleachers.
- Constructs forms for concrete work.

In addition, may perform such other duties as the following:

- Installs grids and tile for new ceilings and replaces damaged or missing ceiling tiles.
- Maintains inside and outside physical education equipment.
- Maintains folding partitions in gymnasiums and classrooms.
- Repairs or replaces blinds, blackout shades and drapery rods.
- Repairs lockers in intermediate and high schools.
- Maintains overhead doors.
- Works with formica, linoleum and plexiglass.
- Maintains inventory of spare parts and supplies.

Drives a vehicle to and from work locations and keeps vehicle supplied with tools and materials; performs operator maintenance on vehicle and keeps it in orderly condition; keeps records and makes reports of work accomplished and materials used; may supervise and instruct trades helpers.

### EMPLOYMENT STANDARDS

Completion of the tenth grade desirable, supplemented by (1) completion of an acceptable apprentice-level training program with some successful experience in performing journeyman-level work, or (2) varied and responsible journeyman-level experience in the carpentry trade; or any equivalent combination of experience and training which provides the required knowledges, skills and abilities.

Knowledge of the equipment, materials, methods, practices and tools used in the carpentry trade; working knowledge of local, state and national codes; knowledge of the common hazards and necessary safety precautions; skill in the use of tools, equipment and materials pertinent to the trade; ability to plan and perform work of the trade at the full journeyman-level; ability to follow written and oral instructions, sketches, blueprints, and manufacturers' manuals; ability to estimate time and material needs, determine when repair is not economically practical, and to perform routine clerical tasks and arithmetical computations; ability to maintain good interpersonal relationships; possession of a valid state motor vehicle operator license.

Strength and dexterity necessary to perform all required tasks including lifting, stooping, bending, working in tiring and uncomfortable positions and from ladders and scaffolds.

REVISED: August 3, 1981